

**MASON CITY CLINIC**  
**Job Description**

**Job Title:** Staff Accountant I

**FLSA Status:** Exempt

**Job Code:**

**Employee Group:** Non-management

**Department:** Accounting

**General Summary:**

Using principles of accounting assists in maintaining Clinic general ledger accounts, and financial statements. Performs various department duties in response to daily work load demands, including, but not limited to processing payroll, monitors general ledger accounts, reconciling bank accounts, accounts payable processing, and preparing journal entries. Participates in preparing financial statements and other various reports as requested. Assists in maintaining records of retirement plan, pension plan and profit sharing accounts and conducts special projects as requested.

**Principal Duties and Responsibilities:**

1. Gathers and enters department financial data in order to assist in preparation of a variety of recurring reports (i.e. distribution of disability, life, and health insurance premiums, overtime reports, payroll deductions, wRVU reports, A/R reports, balance sheet reports and the like.)
2. Performs various department duties in response to daily workload demands, vacations, and illnesses. In doing so, consolidates and processes payroll, sorts and reviews invoices to process accounts payable, and reviews and enters purchase orders, and contacts appropriate parties to resolve problems.
3. Assists in the gathering and analyzing of cost data.
4. Assists in gathering and entering data from current and historical internal and external data sources to update monthly revenue projections and expense budgets.
5. Assists with reconciling balance sheets accounts such as accounts payable to ensure accuracy of account balances on a monthly basis, and reviews with CFO.
6. Assists in maintaining accurate accrual for employer's retirement contribution and prepares monthly journal entries after review with Accounting II Staff.
7. Using current and prior year financial data, enters data into computer system and prepares monthly and year-to-date revenue reports for individual departments and the Clinic.
8. Prepares monthly journal entries to allocate payroll, central supply inventory, and the like to departments. Enters general ledger journal entries after review with CFO.
9. Assists in and/or conducts special projects and feasibility studies as requested by Accountant II staff upon approval of CFO and/or CFO.
10. Reconciles assigned monthly bank statements including payroll, flexible benefit and main accounts.
11. Gathers financial information and prepares annual reports such as 1099's, 5500's, and W-2 and W-3s for review by CFO.

12. Actively participates in the process improvement initiatives and seeks to identify and resolve issues through teamwork and collaboration.
13. Assists Accountant II staff with balancing MCC Investment account including deposits and withdrawals.
14. Maintains knowledge of trends and developments in the field by reading appropriate articles, journals, and related material, and by attending seminars, conferences and so forth.
15. Assists in and /or conducts tasks for accounts payable.
16. Other duties as assigned by CFO.

**Knowledge, Skills and Abilities Required:**

**EDUCATION:** Knowledge of accounting principles and systems in order to maintain general ledgers and journals, and prepare related financial statements and reports at a level normally acquired through completion of an associate's degree in accounting or other closely related field.

**EXPERIENCE:** Approximately 6 to 12 months of job-related experience necessary in order to gain expertise needed to fully understand, analyze and maintain a variety of accounting reports, and become familiar with Clinic systems and departments.

**SKILLS & ABILITIES:**

1. Interpersonal skills necessary in order to deal effectively with various Clinic personnel and physicians in the collection and analysis of financial data, and with accounting staff when resolving moderately complex problems.
2. Analytical skills necessary in order to collect analyze and prepare a variety of financial statements and reports, reconcile balance sheet accounts, and conduct special projects and feasibility studies.
3. Ability to concentrate and pay close attention to detail for up to seventy percent of work time when reviewing ledgers and preparing detailed financial and statistical reports.

**PHYSICAL/MENTAL DEMANDS:**

Normal office environment.

Near continuous sitting and use of computer terminal.

Requires light physical effort such as stooping and bending, and periodic lifting of lightweight objects (up to 10 pounds).

See attached working conditions and physical demands worksheet.

**Working Conditions:**

Works in a normal office environment where there are few if any, physical discomforts due to dust, dirt, noise and the like.

**Reporting Relationships:**

Reports to CFO.

**Approvals:**

\_\_\_\_\_

CFO

\_\_\_\_\_

Date

\_\_\_\_\_

Administrator

\_\_\_\_\_

Date

**The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**

Created 4/2021  
Rev 6/2021

# WORKING CONDITIONS AND PHYSICAL DEMANDS WORKSHEET

Date: 6/2021

Job Title: Accountant I

Department: Accounting

## 1. Physical Activities

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Balancing	X					
Bending	X					
Climbing	X					
Crawling	X					
Crouching	X					
Kneeling	X					
Reading					X	
Sitting						X
Squatting	X					
Standing	X					
Stooping	X					
Walking		X				

## 2. Lifting and/or Pushing and Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds		X				
10-20 pounds	X					
20-30 pounds	X					
30-60 pounds	X					
Over 60 pounds	X					

### 3. Carrying and/or Pushing Pulling

Weight	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
0-10 pounds		X				
10-20 pounds	X					
20-30 pounds	X					
30-60 pounds	X					
Over 60 pounds	X					

### 4. Visual Activity

Level	Yes	No	Comment
Near Vision	X		Computer screen
Far Vision		X	
Depth Perception		X	
Fine Discriminate Detail		X	
Color Vision		X	
Field of Vision		X	

### 5. Auditory Activity

Level	Yes	No	Comment
Distinguish Sounds		X	
Distinguish Pitch		X	
Distinguish Tone		X	
Hear Speech			Normal conversation activity; in person and through headset or phone receiver.

**6. Sensory Activity (Touch & Smell)**

Level	Yes	No	Comment
Distinguish Hot & Cold		X	
Distinguish Range of Temperature		X	
Distinguish Surfaces		X	
Fine Motor Skills to Grasp		X	
Manual Dexterity		X	
Detect Odors		X	
Distinguish Odors		X	

**7. Verbal Activity**

Level	Yes	No	Comment
Make Sounds	X		Normal communication skill set
Form Words	X		
Speak Loudly	X		
Speak Softly	X		

**8. Mental Activity**

Activity	Does Not Apply	Occasionally (8-10%)	Periodically (11-20%)	Frequently (21-50%)	Very frequently (51-80%)	Continuously (80% or more)
Performing detailed tasks (bookkeeping, transcribing, etc.)					X	
Subjected to interruptions					X	
Subjected to changing work priorities		X				

**9. Hazardous Conditions**

<b>Activity</b>	<b>Does Not Apply</b>	<b>Occasionally (8-10%)</b>	<b>Periodically (11-20%)</b>	<b>Frequently (21-50%)</b>	<b>Very frequently (51-80%)</b>	<b>Continuously (80% or more)</b>
<b>Exposure to marked changes in temperature &amp; humidity</b>	X					
<b>Exposure to electrical shock</b>	X					
<b>Exposure to vapor, fumes &amp; gases</b>	X					
<b>Exposure to radiation</b>	X					
<b>Exposure to infectious disease</b>	X					
<b>Driving automotive equip.</b>	X					
<b>Exposure to weather elements</b>	X					